

PERSONNEL DEVELOPMENT SEMINARS (PDS) Request for Proposals (RFP)

Program title: Iowa Certified Public Manager Program

Prerequisites: None

Intended audience: Public managers at all levels

Overall purpose:

Guide public managers to incorporate best practice management techniques into their every day management strategies.

Topics to include:

Iowa CPM courses include:

Leadership Through Work Teams
Introduction to Public Management
Project Management
Policy Analysis
Applied Information Technology
Iowa History
Creating a Welcoming Environment/Diversity
Legislative Process
Human Resource Management
Public Budgeting
Administrative Law
Risk Management
Negotiation Management
Conflict Resolution
Citizen Participation in Public Administration
Creative Management
Ethics in Public organizations
Performance Measurement
Program Planning and Evaluation
Coaching and Mentoring
Leadership Strategies

Suggested delivery methods:

- lecture
- individual activity
- visuals
- diverse approaches in teaching to match the different styles of adult learners

Course length (contact hours per day): a new class begins every June and continues for seventeen months, thirty-seven days (8:30-4:30), there is a four month period when there are two classes running at the same time

Approximate participants per course: 22-35

ICPM Organizational Structure: (PDF file)

For detailed information regarding the existing ICPM Program, go to: <http://das.hre.iowa.gov/cpm.htm>